***Slippery Rock University Sign Request Form***

Printing Services – Stores Building 1 – Phone: 724-738-2983

Name: Click here to enter text. Authorized By: Click here to enter text.

10 Digit Fund Center: Click here to enter text. Department: Click here to enter text.

Date Ordered: Click here to enter a date. Date Needed\*: Click here to enter a date. \*Please allow 2 weeks  
 (additional time may be needed based on workload and job size)

Phone Number: Click here to enter text.

Single Sided Qty: ## Double Sided Qty: ##

**Corrugated Plastic Board** (largest size: 48” x 96”) Height: ##” Width: ##”

(Standard outdoor sign is 20” x 24”)

Color: Choose an item.

Do you need sign stakes? Choose an item. Qty: Click here to enter text.

**Plastic** - name/door sign material (largest size: 21” x 25”) Height: ##” Width: ##”

(Standard name/door signs are 2” x 12” or 3” x 12”)

Color: Choose an item.

**Posterboard** (largest size: 28” x 44”) Height: ##” Width: ##”

Color: Choose an item.

Laminate? (max width is 23”) Choose an item.

**Paper** (max width is 53”) Height: ##” Width: ##”

**Banner Vinyl** (max height is 53”) Indoor  Outdoor  Height: ##” Width: ##”

Color: Choose an item.

Print File Name: Click here to enter text.

Sign Text (for vinyl lettered signs. Capitalize as desired on sign. Attach additional sheet if necessary):

(Sign text is centered with letter size determined by sign dimensions unless otherwise requested)

Click here to enter text.

Letter Color: Choose an item.

Letter Font: Choose an item., Other Click here to enter text.

If assistance is needed with this form or if you have any questions, please contact us at X2983.